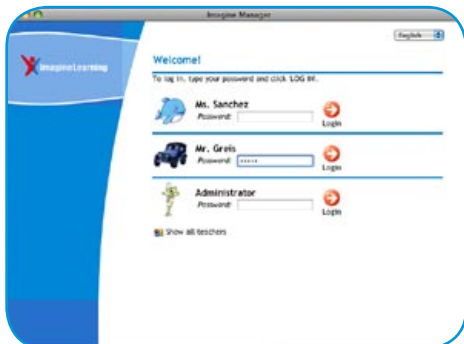


# How to Transfer Student Data MAC

Welcome back to school! Here's a reminder about how to transfer a student's *ILE* data from last year's class to your class. Your students will continue where they left off, and the curriculum will automatically adjust to their individual needs.



- 1 Log in to Imagine Manager.** Notice the new option to “Show all teachers” or “Show only recently logged in teachers.” Enter your password and select **SET UP** from the left menu.



Log in

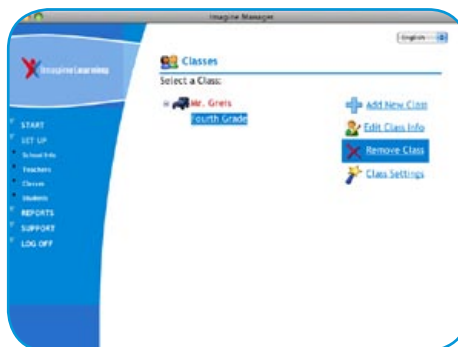


Set up


- 2 Delete your classes from last year.** Click the **Classes**  icon. Select your classes from last year one at a time, and click **Remove Class** . If logged in as an administrator, you can delete all classes for every teacher. Don't worry—all student data will remain safely stored.

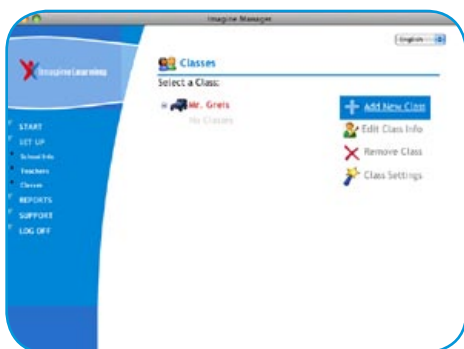


View classes

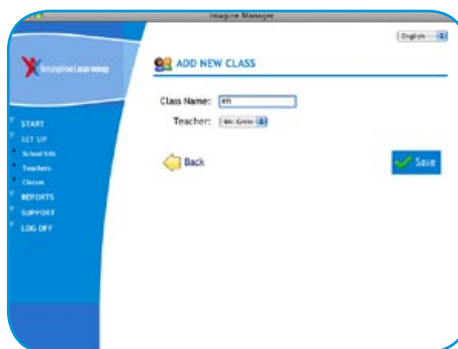


Delete classes

- 3 Add classes for the current school year.** Click **Add New Class** , and enter a name. You can name it the same as last year if you want.

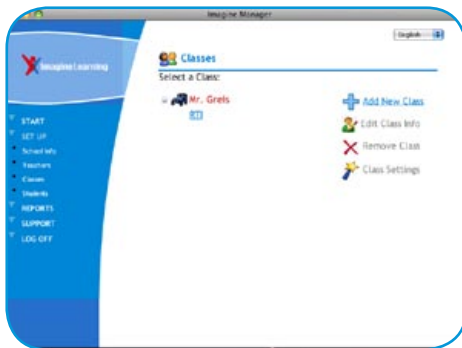


Add a new class

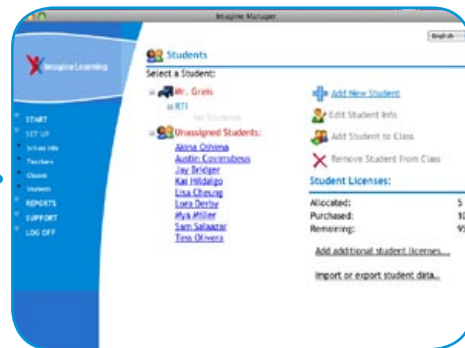


Name your class

**4 Place students in your new class.** Select **Students** from the left menu. This will take you to a list of last year's students who have not yet been assigned to a classroom.



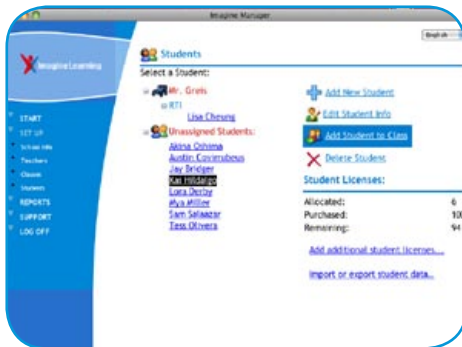
Select students



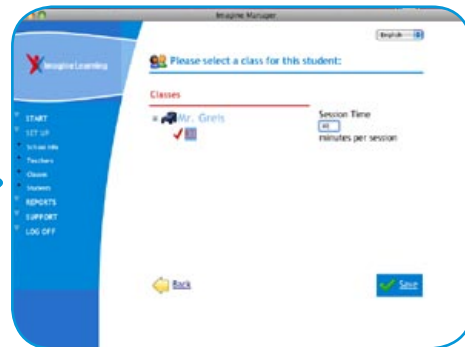
Locate unassigned students

Click a student's name, and then click **Add Student to Class** .

Next, select the class in which you want to place the student and check the session time. Remember, consistent use of *Imagine Learning English* for the recommended time will give you the achievement results you want.

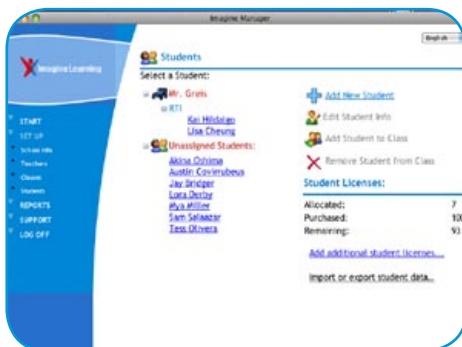


Add student to class

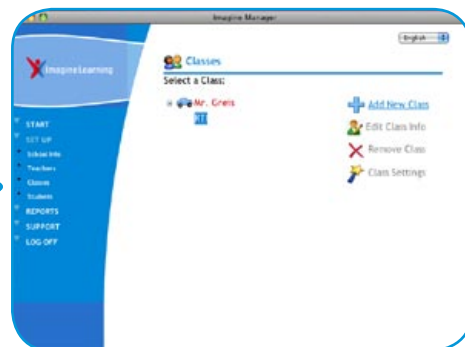


Adjust session time and save

**5 Change your class's grade level.** Click **Classes** from the left menu. Then select your class.

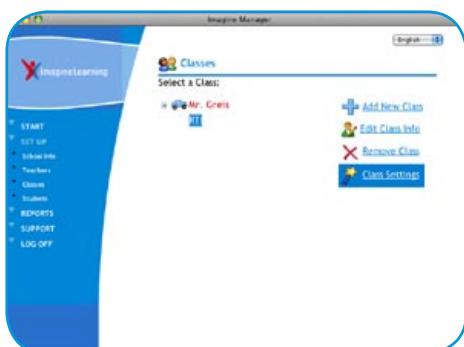


Click Classes

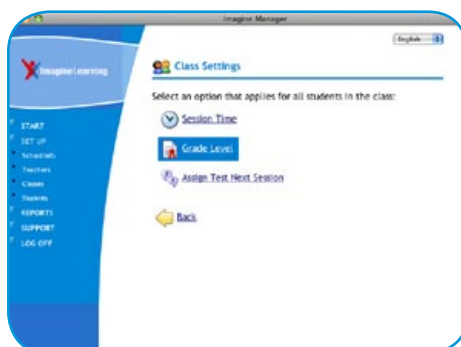


Select your class

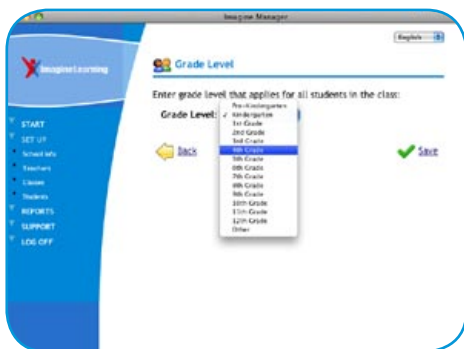
Next, click **Class Settings** and then **Grade Level**. Using the drop-down menu, select the appropriate grade level for the class. Click **Save**.



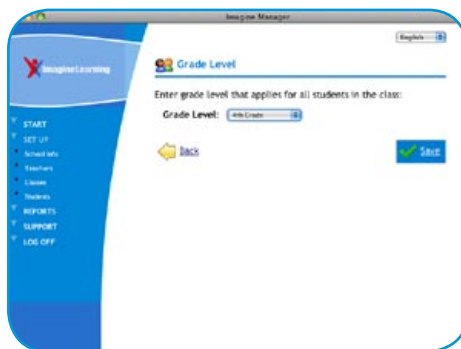
Click class settings



Click grade level



Select grade level



Save settings

**Congratulations!** Your new class is ready to go. Imagine Learning wants to thank you for all the good things you do for kids—and especially for using *Imagine Learning English*.

If you have any further questions, please call to talk with a live representative: **1.866.457.8776**.

Have a wonderful year!